



## JOB OPPORTUNITY BULLETIN

Release Date: March 27, 2009

Bulletin Number: 09-13

*An Equal Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*

This bulletin is a weekly publication of the Human Resources, California Prison Industry Authority (CALPIA).

**HOW TO APPLY:** Send a standard State application (Form 678) to the position location indicated. Please indicate the classification and the location of the position on your application.

Applications will be screened and only the most qualified will be contacted for an interview. All appointments are subject to State Restrictions of Appointment (SROA) procedures.

Penal Code Section 6007 provides that as a condition of employment with the California Department of Corrections and Rehabilitation (CDCR), individuals are subject to pre-employment and annual testing for tuberculosis (TB).

**ALL POSITIONS ARE PERMANENT FULL-TIME, UNLESS OTHERWISE NOTED.**

**APPLICATIONS FOR ALL POSITIONS IN THIS BULLETIN MUST BE POSTMARKED BY THE FINAL FILING DATE INDICATED.**

**JOB VACANCY LINE**  
(916) 358-1704



**EXAM LINE**  
(916) 358-1773

### **POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provision of the ADA, and the rights provided there under, are available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

**ACCOUNTING TECHNICIAN (LIMITED TERM – 7 MONTHS) (May become permanent at a later date) \$2638-\$3209 (May be eligible for \$190.00/month Inmate Worker Supervision pay) FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0700-1530**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CORRECTIONAL TRAINING FACILITY, P.O. BOX 700, SOLEDAD, CA 93960

**\*DESCRIPTION OF DUTIES:** Under the close supervision of the Prison Industries Lead Manager, this position is responsible for the maintenance and review of the source documents that are the basis for accounting entries made by Central Office Accounting. In the performance of these duties, this position will exercise lead responsibility and supervise inmates; supervise the review and preparation of procurement documents to ensure completeness, accuracy, and conformity to the accepted accounting standards, and ensure all necessary accounting information has been included; maintain files on equipment inventories and track movement; communicate and follow through with vendor inquiries, central office inquiries, and factory staff inquiries regarding accounting matters; utilize the ERPLX accounting system for inputting purchase orders for procurement of goods and services; maintain bookkeeping and accounting control records of the various enterprises and functions, which include: preparation, processing and maintenance of the daily and monthly registers for the following forms: Stock Received – Form 7; Finished Goods – Form 11 and Stock Requisition – Form 12. Supervise the work and performance of at least two inmate workers for a total of at least 173 hours per pay period.

**REQUISITE SKILLS AND ABILITIES:** Personal computer experience and experience using various types of machinery associated with an office environment.

**WHO MAY APPLY:** Employees currently in the classification, or those who have transfer or list eligibility. Surplus and SROA employees are encouraged to apply.

**CONTACT:** RUSS LARSON AT (831) 678-5868

**ASSOCIATE INDUSTRIAL HYGIENIST \$4960-\$6577 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 7:00-4:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, OPERATIONS/ISB, 100 FOLSOM DAM ROAD, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the direction of the departmental Health and Safety Officer, this position works with management at designated CALPIA locations to develop and enforce the Injury and Illness Prevention Program (IIPP), including all related health and safety programs; conducts research and provides technical guidance to administrators, managers, and staff on complex health and safety issues to ensure compliance with all CalOSHA laws, rules, and regulations pertaining to workplace health and safety; inspects, identifies and evaluates health and safety concerns in the workplace; investigates complaints of unhealthy working conditions; prepares written reports of findings and recommends methods to control hazards in the workplace; assists with the development of and conducts training required by health and safety regulation for field staff; drafts and/or revises departmental policies, procedures, programs and guidelines related to health hazards for the California Prison Industry Authority statewide; prepares letters and memos and develops informational items to share with CALPIA staff; assists field offices with evaluation and identification of occupational workplace hazards, including arranging for, or assisting with, various testing and monitoring related to the different components of the health and safety program; participates and assists in site inspections, accident investigations and development of corrective action plans, as necessary; participates in safety audits as required and prepares correspondence and preliminary reports of findings for review by other Health and Safety Unit personnel; assists the various locations in correcting and responding to CalOSHA violations or health and safety complaints.

**REQUISITE SKILLS AND ABILITIES:** Ability to work in a fast-paced environment with frequently changing priorities; excellent verbal and written communication skills; ability to deal tactfully and effectively with staff at all levels; and the ability to frequently travel to field offices located throughout the state.

**DESIRABLE QUALIFICATIONS:** Experience with interpretation and application of health and safety rules, regulations, laws, and procedures; use of various forms of field sampling and monitoring equipment; a desire to promote a healthy and safe work environment for both staff and inmate workers, and experience working in a production environment is a plus; strong organizational skills with attention to detail; ability to work independently; patience; and, the ability to communicate effectively in a multidisciplinary environment.

**WHO MAY APPLY:** Employees with permanent status in the classification, lateral transfer eligibility, or promotional list eligibility.

**ADDITIONAL INFORMATION:** The Industrial Services Branch is part of CALPIA Headquarters located in Folsom, California. This position may require monthly travel to designated institutions within assigned region.

**CONTACT:** TIM LINN AT (916) 358-2669

**ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST) (LIMITED TERM – 19 MONTHS) \$4619-\$5897**

**FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 8:00-4:30**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – MIS, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Provide technical support of LAN/WAN/Telecommunication and ERP systems, including installation, configuration, implementation, test, maintenance, troubleshoot and repair problems; ensure that information security policies and procedures are complied with; act as liaison between State agencies, telephone companies and vendors for completion/repair and connectivity of telecommunications/network equipment; desktop support, including installation of computers, software, printers and other necessary equipment to support users' business needs; develop procedures and train staff; review and make suggestions regarding IT policies; write and update technical reports; plan, analyze, develop, recommend, procure and implement the software and hardware needed to support CALPIA information technology and/or teleprocessing network/systems; maintain network/telecommunication inventories and manage the hardware and software inventories for the CALPIA; research and implement new technologies, when needed, to improve and deploy new equipment related to support CALPIA network/telecommunication infrastructure; assist staff in deployment of all technologies needed to support IT projects; keep apprised of new information system technologies and institution and department rules and regulations; analyze and provide recommendations on information technology solutions to meet the changing business needs of the CALPIA; participate in formal and informal training programs to strengthen analytical skills and enhance knowledge of software tools and packages that would prove beneficial to end-users. Perform other duties, as required.

**REQUISITE SKILLS AND ABILITIES:** Provide quality customer service in a timely manner; requires travel; work hours may vary; occasional lifting, bending, stooping, climbing, reaching, pushing and pulling equipment; establish and maintain effective working relationships.

**WHO MAY APPLY:** Individuals currently in the classification, within lateral transfer range, or those with list eligibility.

**CONTACT:** SHELIA HOWELL AT (916) 358-2753

**ASSOCIATE MANAGEMENT AUDITOR \$4619-\$5897 FINAL FILING DATE: APRIL 3, 2009 WORK SHIFT: MONDAY-FRIDAY 8:00-5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the general direction of the General Manager and the supervision of the General Counsel, this position will independently perform varied and complex audits, provide consultation and advice to management; conduct Audits in accordance with the Standards for the Professional Practice of Internal Auditing and Generally Accepted Government Auditing Standards. Audits may be fiscal, program, or compliance audits throughout CALPIA within both central office and field locations. **Up to 75% travel may be required.**

**REQUISITE SKILLS AND ABILITIES:** Independently conduct various types of audits, perform follow up audits, and assist with special projects/audits. The audits consist of preliminary preparation, entrance and exit conferences, interviewing staff, performing research, preparing working papers, analyzing, evaluating and preparing recommendations and evaluating corrective action plans. The incumbent performs the most complex field audits and provides investigative support for fraudulent and noncompliant activities; prepare formal written reports that identify audit findings, recommendations, corrective action plans, and auditor comments; ensure that audit work is properly supported and sufficient to draw sound conclusions and make recommendations. The written reports are to be distributed to CALPIA's Executive Management. Conduct various types of desk audit reviews. These reviews consist of the monitoring, reviewing, auditing, evaluating, and producing findings from the review of financial statements, cost reports, and overhead cost allocation plans of counties, contractors, and or other entities that provide services to CALPIA. Independently conduct review of the CALPIA policy and procedures of the CALPIA and the PIB; provide technical assistance to all levels of departmental staff throughout CALPIA.

**WHO MAY APPLY:** We encourage SROA and Surplus employee to apply. Incumbents currently in this classification, within transfer range, or those with list eligibility. Only the most qualified applicants will be interviewed. Please state on your application in box 12 your eligibility.

**CONTACT:** LYNN BRAYDIS AT (916) 358-1711

**FREE VENTURE – PRIVATE INDUSTRIES SPECIALIST (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$4833-\$5874 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 8:00-5:00**  
**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – EXECUTIVE/JVP, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the supervision of the Joint Venture Program (JVP) Administrator, this position develops and implements a strategic marketing plan for program enhancement, to include contact with trade shows, conferences, civic organizations; identifies and initiates contact with management of companies that may be potential program participants; assists the JVP Administrator with program activation tasks, to include evaluation of interested parties to determine suitability for program participation based upon type of business and review of financial statements and business plans; EDD verification of SOC Codes, comparable wage ranges, and non-ward worker displacement; written notification to interested parties; reviews proposed ward-employee duty statements; acquires new employer information, to include business license and federal identification numbers, security bond, etc.; prepares and submits federal certification request with required documentation; assists the JVP Administrator with the processing of contract and lease documents between program participants, CDCR, and Department of General Services, Real Estate Services Division; reviews said documents for accuracy and compliance; processes contract and lease amendments; works with CDCR Legal Division in the standardization of Free Venture Program (FVP) contracts and leases; monitors and evaluates the implementation and continuance of the FVP within CDCR Juvenile Justice institutions; conducts periodic reviews of FVP businesses to ensure compliance with federal and state guidelines and regulation governing the operation and implementation of the FVP; monitors and evaluates statewide program policies and procedures.

**REQUISITE SKILLS AND ABILITIES:** Applicants must have the ability to represent the program to the business community. Applicant must have the ability to draft and implement policies and procedures. Applicant must possess strong written and verbal communication skills and have the ability to work cooperatively with staff of all levels. Applicant must possess strong organization skills and computer skills. A positive attitude, attention to detail, and good attendance are essential.

**WHO MAY APPLY:** Persons currently in the classification or within lateral transfer range. Only the most qualified applicants will be interviewed.

**CONTACT:** SCOTT PERKINS AT (916) 358-1621

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (COFFEE ROASTING & GRINDING) (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0645-1445**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, MULE CREEK STATE PRISON, P.O. BOX 460, IONE, CA, 95640

**\*DESCRIPTION OF DUTIES:** This position may become permanent at a later date. Plans production; schedules, materials and equipment use, based on shop orders and customer needs. Assigns, supervises, trains, and coordinates the work of a group of inmates and other various manufacturing equipment. Assists in the selection of inmate personnel, maintains daily production reports, tracks the use of raw materials, completes inmate performance records, maintains discipline of inmate workers with-in CDCR's policies and procedures, recommends pay increases; maintains inmate's Tru-Time records, CDC 101, and CDC 1697 Time Cards; ensures that all workers comply with the requirements of the Injury and Illness Prevention Program (IIPP). Performs periodic quality control inspections on finished product and established production standards, and maintains records. Make recommendations to increase productivity; oversees the installation, basic maintenance, and repair of various Coffee equipment; coordinates the flow of necessary supplies; and verifies inventory records; implements the individual components of the Inmate Employability Program, (IEP). Evaluates and maintains an adequate inmate work force; evaluates inmate employee performance and development needs, checks and secures factory premises at the end of the work day. Responsible for ensuring the accuracy and integrity of Material Safety Data Sheet (MSDS) procedures, inmate counts; will apply policies and procedures per Department Operations Manual (DOM), to include MCSP DOM Supplements and Procedures, and California Code of Regulations Title 15.

**REQUISITE SKILLS AND ABILITIES:** Incumbents are required to ensure that inmates do not have access to confidential/personal information including, but not limited to, social security numbers, driver license numbers, staff home telephone number, 998's, resumes, state employment applications/hiring/interviewing packages, pay statements or any document that contains such information.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during open enrollment period may be considered. Applications will be screened and only the most qualified will be scheduled for interviews.

**CONTACT:** APRIL ANDERSON AT (209) 274-4911 EXT. 7201

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (DAIRY) (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: FRI-SAT 0400-1200, SUN-MON 1500-2300, TUES 0730-1530**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON – CORCORAN, P.O. BOX 8800, CORCORAN, CA 93212

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent I (Agriculture), this position is directly responsible for supervising an inmate work group engaged in raising, feeding, medicating/vaccinating, artificially inseminating, and milking dairy cattle; processing and packaging milk and milk products. Individual must maintain inmate payroll, keep production and quality control records, and ensure compliance with health and safety rules and regulations. Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being, or that of their fellow employees, or that of inmates, and/or the protection of personal and real property.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of modern milking practices; familiarity with equipment currently in use in modern dairy/milk processing facilities. Must have tact, patience, and ability to work with staff and persons confined in a correctional institution.

**WHO MAY APPLY:** Persons who are within lateral transfer range, or who have list eligibility, or current state employees in the classification of Industrial Supervisor (Dairy) may also be considered. Training and Development Assignments will be considered. Applications will be reviewed and only the most qualified will be scheduled for an interview.

**CONTACT:** ROBERT ROEHLK AT (559) 992-8800 EXT. 7727

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (DAIRY) (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: TUES-SAT 1500-2300**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON – CORCORAN, P.O. BOX 8800, CORCORAN, CA 93212

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent I (Agriculture), this position is directly responsible for supervising an inmate work group engaged in raising, feeding, medicating/vaccinating, artificially inseminating, and milking dairy cattle; processing and packaging milk and milk products. Individual must maintain inmate payroll, keep production and quality control records, and ensure compliance with health and safety rules and regulations. Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being, or that of their fellow employees, or that of inmates, and/or the protection of personal and real property.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of modern milking practices; familiarity with equipment currently in use in modern dairy/milk processing facilities; must have tact, patience, and ability to work with staff and persons confined in a correctional institution.

**WHO MAY APPLY:** Persons who are within lateral transfer range, or who have list eligibility, or current state employees in the classification of Industrial Supervisor (Dairy) may also be considered. Training and Development Assignments will be considered. Applications will be reviewed and only the most qualified will be scheduled for an interview.

**CONTACT:** ROBERT ROEHLK AT (559) 992-8800 EXT. 7727

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (DIGITAL SERVICES) \$3924-\$4726 FINAL FILING DATE:**  
**UNTIL FILLED WORK SHIFT: MONDAY-THURSDAY 0600-1600**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, MULE CREEK STATE PRISON, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Manager, Digital Services, this position is responsible for providing administrative support and accountability for assigned inmates, training and supervising inmates in data production and conversions, and providing support for networked computer systems and hardware; assign, supervise, coordinate, and train inmates in the creation, modification, and/or conversion of data for use in Geographic Information Systems (GIS) and in electronic hardware, including micro-computers, scanners, and digitizers, to produce data; supervise the conduct of inmate work crews and maintain order; conduct regular safety meetings; keep inmate time cards and assist custody staff with searches, shakedowns, and inmate counts; assist in the configuration and creation of user profiles, server installation, and maintenance; systems installation and enhancement; ongoing system maintenance; operating systems; proprietary software products; and data communication systems and connectivity protocols; assist in the administration and maintenance of the computer network, systems, and database; provide input to security-related policies and procedures; physical system and infrastructure management; storage configuration acquisition, installation, and maintenance; and data migration, backup, and recovery; assistant to the Information Systems Coordinator (ISC); analyze, diagnose, and determine source of problem(s) in hardware, operating system software, and application software of workstations and servers; provide solutions, assist users, and provide technical support to users; assist in the planning and scheduling of labor, materials, and equipment for production; make recommendations to increase production and product quality; implement the individual components of the Inmate Employability Program training and motivate inmates in personal development; record and log daily tool accountability.

**REQUISITE SKILLS AND ABILITIES:** Must possess good oral and written communication skills. Must be able to use methods to find information and identify essential information. Must have the ability to understand and enforce rules, policies, and procedures.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period will be considered. Persons currently in the classification, or within lateral transfer range, or those with list eligibility, may be considered. Training and Development assignments may be considered. TAU may be considered. Applications will be reviewed and only the most qualified candidates will be interviewed.

**CONTACT:** SCOTT PERKINS AT (916) 358-1621

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0645-1445**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, MULE CREEK STATE PRISON, P.O. BOX 460, IONE, CA 95640

**\*DESCRIPTION OF DUTIES:** Supervises a group of inmates in the daily operational functions of a CALPIA fabric product facility. Plans and schedules inmate labor, raw materials and equipment to meet production requirements, and quality control, as it relates to our current work in process control, and inventory control; inspects products for compliance with quality control under PIA procedures; makes recommendations to increase productivity; oversees the installation, basic maintenance, and repair of sewing machines and equipment; coordinates the flow of necessary raw materials and supplies; conducts regular safety meetings and enforces safety rules in the operation of the shop and industrial equipment; conducts safety inspections on a daily basis, and maintains records; ensures that proper discipline, safety, and security are maintained within the work area, which, may include searching the premises for contraband weapons and illegal drugs, and performing shakedowns; ensures the integrity of institutional tool control procedures and inmate counts; secures work area at end of shift; provides training to inmates in fabric cutting and sewing; ensures that all inmate workers comply with the requirements of the Injury and Illness Prevention Program (IIPP).

**REQUISITE SKILLS AND ABILITIES:** Incumbents are required to ensure that inmates do not have access to confidential/personal information to include, but not limited to, social security numbers, driver license numbers, staff home telephone number, 998-A's, resumes, state employment applications/hiring/interviewing packages, pay statements, or any document that contains such information.

**WHO MAY APPLY:** Interested incumbents at the Industrial Supervisor, Prison Industries level, those with list eligibility, and those eligible to laterally transfer are encouraged to apply. Eligible employees who submitted a Reassignment/Transfer Request Form during open enrollment period will be considered. A Training and Development assignment will also be considered. Applications will be reviewed and only the most qualified individuals will be scheduled for interviews.

**CONTACT:** APRIL ANDERSON AT (209) 274-4911 EXT. 7201

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 1200-2000**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

**\*DESCRIPTION OF DUTIES:** Assigns, supervises, and coordinates the work of a group of inmates in working, cleaning, and distribution of institutional laundry, and in operation of various types of laundry equipment; schedules labor, materials, and equipment use based on demonstrated need; supervises the installation, maintenance, and repair of all laundry equipment; coordinates the flow of necessary materials and supplies; maintains inventory records; maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; keeps time cards; assists in custodial searches, shakedowns, and inmate counts.

**DESIRABLE QUALIFICATIONS:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being, or that of their fellow employees, or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and state property.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Persons who are within lateral transfer range, or who have list eligibility, or current state employees in the classification of Industrial Supervisor (Laundry) may also be considered. Applications will be reviewed and only the most qualified will be scheduled for an interview. **Please send applications to Robert Roehlk at CSP-Corcoran, P.O. Box 8800, Corcoran, CA 93212.**

**CONTACT:** ROBERT ROEHLK AT (559) 992-8800 EXT. 7727

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) (2 POSITIONS) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: TUESDAY-FRIDAY 0615-1615**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON – SOLANO, P.O. BOX 640, VACAVILLE, CA 95696

**\*DESCRIPTION OF DUTIES:** Under the direct supervision of the Prison Industries Superintendent I, (Laundry), this position is responsible for the supervision of inmate workers in the operation of the laundry enterprise. Typical duties include: supervise and coordinate the work of inmates in sorting and washing laundry, and the operation of various laundry equipment; maintain order, safety, and security within the work place; supervise the installation, maintenance, and repair of laundry equipment; maintain necessary materials, supplies, and inventory records. The incumbent is responsible for quality production, inventory, and cost controls; train and evaluate the performance of inmates, including preparing inmate timekeeping records and disciplinary documentation; prepare production records and reports; conduct safety meetings; ensure a safe work environment; assist with custodial searches and inmate counts, and perform other duties as required.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of production methods, materials, machinery processes, use of tools and equipment in an industrial laundry operation; production scheduling and control; quality standards and control; safety practices; material ordering and handling techniques; principles of personnel management and supervision; ability to set-up, adjust, and operate industrial laundry equipment; make labor and material estimates; instruct and supervise inmates in production techniques and safety practices, maintain form, impartial, and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; record keeping and report preparation; read and write English at a level required for successful job performance.

**DESIRABLE QUALIFICATIONS:** Experience in an industrial laundry enterprise with supervisory experience; must possess tact, patience, and the ability to work with persons confined in a correctional institution.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date; eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period will be considered; persons currently in the classification, or within lateral transfer range, or those with list eligibility may be considered; Training and Development assignments may be considered.

**CONTACT:** PERSONNEL AT (707) 454-3286

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0830-1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, P.O. BOX 799006, SAN DIEGO, CA 92179-9006

**\*DESCRIPTION OF DUTIES:** Under the supervision of the Prison Industries Superintendent II (Laundry), this position is responsible for supervising a group of inmates engaged in the process of cleaning fabrics in an industrial laundry enterprise. Persons appointed to position in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and wellbeing, or that of their fellow employees, or that of inmates. Assignments during tour of duty may include sole responsibility for the safety and security of personal and real property. Employee must be physically able to respond to an emergency situation. This position requires the employee to be able to do some lifting, reaching and bending.

**REQUISITE SKILLS AND ABILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily under correctional environment. The requirements listed below are representative of the knowledge, skill, and/or ability required. High School diploma or general education degree (GED) with two (2) years related experience in an industrial laundry enterprise and/or training or equivalent combination of education and experience are desirable. Ability to write and interpret documents, such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence and speak effectively before groups of inmate employees of the organization; ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, decimals and compute rate, ratios and percentages; ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period may be considered. Persons currently in the classification or those who are within lateral transfer range and/or list eligibility may apply. Applications will be reviewed and only the most qualified candidates will be interviewed.

**CONTACT:** REX GREGORY AT (619) 661-6500 EXT. 7215



**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)    \$3924-\$4726    FINAL FILING DATE: UNTIL FILLED    WORK SHIFT: MONDAY-FRIDAY 0700-1500**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, P.O. BOX 799006, SAN DIEGO, CA, 92179-9006

**\*DESCRIPTION OF DUTIES:** The Prison Industry Authority is currently recruiting for an Industrial Supervisor, Prison Industries (Laundry) in its Laundry enterprise at R.J. Donovan Correctional Facility. Typical duties consist of the following: Under the direction of the Prison Industries Superintendent II (Laundry) this position is responsible for supervising a group of inmates engaged in the process of cleaning laundry in a correctional institution; the incumbent assigns, supervises, and coordinates the work of a group of inmates in the service of cleaning laundry which includes the operation of various laundry equipment, scheduling labor, material and equipment used; also ensures the compliance of State, Departmental, and Prison Industry Authority rules, regulations and requirements; the person is responsible for maintaining order and supervising the conduct of inmate work crews and maintaining security within the work area.

**DESIRABLE QUALIFICATIONS:** Two (2) years minimum production experience in an industrial laundry including experience in production scheduling and controls, quality standards and safety practices. Knowledge and methods, process, and equipment used in a laundry. Ability to operate laundry equipment, instruct and supervise inmate workers to maintain discipline, and understand appropriate rules and regulations.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period may be considered. Persons currently in the classification or those who are within lateral transfer range and/or list eligibility may apply. Applications will be reviewed and only the most qualified candidates will be interviewed. TAU appointment will be considered.

**CONTACT:** REX GREGORY AT (619) 661-6500 EXT. 7215

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE & REPAIR)    \$4307-\$5191    FINAL FILING DATE: UNTIL FILLED    WORK SHIFT: MONDAY-THURSDAY 0615-1615**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON SOLANO, P.O. BOX 640, VACAVILLE, CA 95696-0640

**\*DESCRIPTION OF DUTIES:** Under the general supervision of the Prison Industries Superintendent II, (Maintenance and Repair), this position is responsible for the supervision of inmates workers in the mechanical and electrical maintenance of machinery and facility of the Bindery factory; actively works on and maintains all shop equipment and machinery to ensure its safe and efficient operation; plans and schedules labor; responsible for material, tool and cost controls for maintenance; develops and implements on-going preventative maintenance program; maintains accurate maintenance records; stays abreast of current equipment and machinery technologies and implements such technologies when economically justified; purchases supplies and materials for the maintenance and repair of CALPIA equipment; develops and maintains safety standards and trains inmates in safety; conducts safety inspections; trains and evaluates the performance of inmates; responsible for inmate timekeeping records and disciplinary documentation; maintains order, safety and security within the work place; coordinates and supervises the installation of equipment and machinery; practices good housekeeping and holds safety meetings.

**REQUISITE SKILLS AND ABILITIES:** Two years of mechanical and electrical experience in the maintenance and repair of production equipment; and/or education, such as trade or vocational school, or applicable college level training; ability to instruct and supervise inmates in maintenance and repair techniques and safety practices; maintain firm, impartial and consistent discipline; understand rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submit a Reassignment/Transfer Request Form during the open enrollment period may be considered. Persons currently in the classification, or within lateral transfer range, or those with list eligibility may be considered.

**CONTACT:** PERSONNEL AT (707) 454-3286

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE & REPAIR) (LIMITED TERM – 24 MONTHS)**  
**(May become permanent at a later date) \$4307-\$5191 FINAL FILING DATE: UNTIL FILLED WORK SHIFT:**  
**MONDAY-FRIDAY 0700-1530**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CORRECTIONAL TRAINING FACILITY, P.O. BOX 700, SOLEDAD, CA 93960

**\*DESCRIPTION OF DUTIES:** Under the general supervision of the Prison Industries Superintendent II (Maintenance & Repair), this position is responsible for the supervision of inmate workers in the mechanical and electrical maintenance of machinery related to the Dairy, Wood Products, and Textiles; actively works on and maintains various types of production machinery and milk processing equipment; must have working knowledge of sanitary TIG welding, HTST systems, CIP systems, glycol chillers, both mobile and stationary refrigeration systems, and to ensure its safe and efficient operation; plans and schedules labor; responsible for material, tool and cost controls for maintenance; develops and implements on-going preventative maintenance program; maintains accurate maintenance records; stays abreast of current equipment and machinery technologies and implements such technologies when economically justified; purchases supplies and materials for the maintenance and repair of CALPIA equipment; develops and maintains safety standards and trains inmates in safety; conducts safety inspections; trains and evaluates the performance of inmates; responsible for inmate timekeeping records and disciplinary documentation; maintains order, safety, and security within the workplace; coordinates and supervises the installation of equipment and machinery; practices good housekeeping and conducts weekly safety meetings.

**REQUISITE SKILLS AND ABILITIES:** Mechanical and electrical experience in the maintenance and repair of industrial production milk pasteurization, HTST systems, sanitary TIG welding, refrigeration and mobile equipment related to the dairy industry; and/or education, such as trade or vocational school, or applicable college level training; ability to instruct and supervise inmates in maintenance and repair techniques and safety practices; maintain firm, impartial and consistent discipline; understand rules, regulations, laws, and procedures, analyze situations accurately and take effective action, keep records and prepare reports.

**WHO MAY APPLY:** Individuals currently in the classification, within lateral transfer range, or those with list eligibility. Applications will be screened and only the most qualified will be schedule for an interview.

**CONTACT:** RUSS LARSON AT (831) 678-5868

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL FABRICATION) (2 POSITIONS) \$3924-\$4726**  
**FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-THURSDAY 0630-1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, AVENAL STATE PRISON, 1 KINGS WAY/P.O. BOX 8, AVENAL, CA 93204

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent I (Metal Products), this position is responsible for supervising a group of inmates engaged in the manufacture of metal products and component parts, within an institutional general fabrication factory. Based on the current production schedule, assigns and supervises inmate labor in, punching, and forming metal parts; performs technical supervision concerning prototyping and general drafting revisions; establishes and monitors all daily production aspects, including: quality control acceptance, application and final article inspection criteria, and related record keeping.

**REQUISITE SKILLS AND ABILITIES:** Ensures that all safety and security regulations are enforced for the protection of staff, inmates, and others. Responsible for the supervision of the conduct of persons committed to the Department of Corrections, prevents escapes, and searches inmates and the work areas for contraband.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment /Transfer Request form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request during the open enrollment period may be considered. Persons who are within lateral transfer range and those with list eligibility may also be considered. Applications may be screened and the most qualified persons may be selected for interview. T & D Assignments may be considered.

**CONTACT:** FRED MIRAMONTES AT (559) 386-6061

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (UPHOLSTERY) (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-THURSDAY 0615-1645**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CORRECTIONAL TRAINING FACILITY, P.O. BOX 700, SOLEDAD, CA 93960

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent I (Wood Products), this position supervises, directs, and trains inmate workers in the production methods of upholstered products; plans and schedules department production, machinery set-up, and inmate manpower resources; checks quality and quantity of work performed; directly responsible for tool control; trains inmates in safety and the safe use of equipment; conducts safety meetings, maintains safety records, and documents performance; performs safety inspections and assigns all departmental work; strives to prevent accidents and injuries on the job; safeguards state property; trains, counsels, and supervises inmates in the production of work and personal development; maintains discipline and custodial control of assigned inmates during work hours; writes performance evaluations and disciplinary reports of inmate workers; works with the mechanic to keep all shop equipment operating in a safe, efficient manner; attends training provided by IST; keeps apprised of institution and department rules and regulations; implements the individual components of the Inmate Employability Program, training and motivating inmates in the personal development through their participation in the program.

**REQUISITE SKILLS AND ABILITIES:** Incumbent must have requisite skill and ability to supervise an industrial upholstery production enterprise, including knowledge of methods, materials, machinery, processes, tools and equipment used in industrial operations, productions scheduling and control, quality standards and control, safety practices and orders, materials handling techniques, and principles of personnel management and supervision. Incumbents must be able to set up, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety practices; maintain firm, impartial, and consistent discipline; understand rules, regulations, laws and procedures; analyze situations accurately and take effective action; keep records and prepare reports.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment/Transfer Request form to the Prison Industries Lead Manager, or designee by the final filing deadline; eligible employees who submitted a Reassignment/Transfer Request form during the open enrollment period; individuals currently in the classification, within lateral transfer range, or those with list eligibility may be considered.

**CONTACT:** RUSS LARSON AT (831) 678-5868

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (WOOD PRODUCTS) \$3924-\$4726 FINAL FILING DATE:**  
**UNTIL FILLED WORK SHIFT: TUESDAY-FRIDAY 0615-1645**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CORRECTIONAL TRAINING FACILITY, P.O. BOX 700, SOLEDAD, CA, 93960

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent I (Wood Products), this position supervises inmates in the production line manufacturing of wood furniture; supervises, trains, instructs, and assigns work to inmate workers in the assembly methods of wood products and conformance to standards; checks quality and quantity of work performed; directly responsible for tool control; trains inmates in safety and the safe use of equipment; conducts safety meetings; maintains safety records and documents performance; performs safety inspections and assigns all departmental work; strives to prevent accidents and injuries on the job; safeguards state property; train, counsel, and supervise inmates in the production of work and personal development; maintains discipline and custodial control of assigned inmates during work hours; writes performance evaluations and disciplinary reports of inmate workers; works with the mechanic to keep all shop equipment operating in a safe efficient manner; keeps apprised of new developments and techniques in wood products; attends training provided by IST; keeps apprised of institution and department rules and regulations; implements the individual components of the Inmate Employability Program, training and motivating inmates in the personal development through their participation in the program.

**REQUISITE SKILLS AND ABILITIES:** Incumbent must have requisite skill and ability to supervise an industrial enterprise, including: knowledge of methods, materials, machinery, processes, tools, and equipment used in industrial operations, productions scheduling and control, quality standards and control, safety practices and orders, materials handling techniques, and principles of personnel management and supervision. Incumbents must be able to set up, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates or residents in production techniques and safety practices; maintain firm, impartial, and consistent discipline; understand rules, regulations, laws and procedures; analyze situations accurately and take effective action; keep records and prepare reports.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment/Transfer Request form to the Prison Industries Lead Manager, or designee by the final filing deadline; eligible employees, who submitted a Reassignment/Transfer Request form during the open enrollment period; individuals currently in the classification, within lateral transfer range, or those with list eligibility may be considered.

**CONTACT:** RUSS LARSON AT (831) 678-5868.

**INDUSTRIAL WAREHOUSE & DISTRIBUTION SPECIALIST, PRISON INDUSTRIES \$3497-\$4201 FINAL**  
**FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0630-1430**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON – LOS ANGELES, 44750 60<sup>TH</sup> STREET WEST, LANCASTER, CA 93536

**\*DESCRIPTION OF DUTIES:** Under the direction of Superintendent II (Detergent), this position is responsible for the warehouse functions for the Cleaning Products enterprise on "C" yard at CSP-LAC; receive incoming goods and either store in the CALPIA warehouse or deliver them to the enterprise; perform entries in ERPLx regarding the receiving, storing, and issuing of goods; pick up and ship out of CALPIA warehouse all finished goods manufactured at the cleaning products enterprise; keep CALPIA warehouse clean and properly marked for accurate storage of goods. This position is required to conduct safety meetings weekly and maintains the Injury and Illness Prevention Plans (IIPP) updated, on file, on each inmate assigned. The Industrial Warehouse & Distribution Specialist implements the individual components of the Inmate Employability Program, training and motivating inmates in personal development through their participation in the program. Persons appointed to positions in this classification must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well being, or that of their fellow employees, or that of the inmates and/or the protection of personnel.

**DESIRABLE QUALIFICATIONS:** "Class B" license with a valid medical certificate; basic knowledge of computers, inventory control, and shipping procedures.

**WHO MAY APPLY:** Per Post and Bid requirements: eligible employees who submit a Reassignment/Transfer Request form during the open enrollment period may be considered; persons currently in the classification, within transfer range, or those with list eligibility may apply. Applications will be reviewed for interview consideration.

**CONTACT:** DARRELL BRANUM AT (661) 729-6934

**INDUSTRIAL WAREHOUSE & DISTRIBUTION SUPERVISOR, PRISON INDUSTRIES \$3829-\$4614 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0700-1530**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CORRECTIONAL TRAINING FACILITY, P.O. BOX 700, SOLEDAD, CA 93960

**\*DESCRIPTION OF DUTIES:** Implements and oversees the ERPLx system including, but not limited to, inventory, cycle counts, and related ERPLx issues pertaining to manufacturing service and support functions; serves as ERPLx administrator; ensures on-time delivery of customer orders utilizing the ERPLx program; determines the most cost-effective means of transportation, i.e. a common or contract carrier; supervises the planning and organization and directs the receipt, storage, issuance, and distribution of a heavy volume and wide variety of manufacturing items; ensures that all incoming manufacturing materials meet DGS of CALPIA specification; responds to inquiries regarding delivery schedules, shipment shortages, and ERPLx transactions; supervises Industrial Warehouse and Distribution Specialists, and coordinates their activities in the ordering, storing, and distribution of manufacturing and service-related materials and supplies; ensures proper custodial procedures are met by utilizing subordinate staff; conducts OJT classes on a variety of subjects, including ERPLx, warehouse procedures, inventory control, etc. to account for the secure receipt, color coding, scribing, and issuance of hazardous material. Develops a warehouse budget, conducts safety meeting, and security searches of both the warehouse area and the inmate workers; performs other duties related to the classification, as required

**REQUISITE SKILLS AND ABILITIES:** Knowledge of all aspects of the CALPIA warehouse and distribution methods and practices, including: the REPLx system, budget preparation, and cost control, the department's EEO program objectives, maintenance of and administration of the ERPLx system, instruct and supervise staff and inmates.

**WHO MAY APPLY:** Persons currently in the classification, persons with list eligibility or those within lateral transfer range. Applications will be screened and only the most qualified will be scheduled for interviews.

**CONTACT:** RUSS LARSON AT (831) 678-5868

**PRISON INDUSTRIES MANAGER (GENERAL) \$5442-\$6568 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0800-1700**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – OPERATIONS, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Oversees all phases of various fabric products in the Operations Division; establishes yearly capacity plan, performs ongoing analysis of capacity and production plan for each enterprise, makes routine decisions based on analysis, for distributing workload to meet customer needs and improve operations effectiveness to help in achieving self-sufficiency; makes recommendations on equipment; factory layout and scheduling to improve capacity and use of materials; promotes open communication between the field and Central Office to ensure factory and customer needs are addressed and current operational efficiencies can result in improving quality, cost and delivery times; prepares reports, issues papers and analyzes the Prison Industry Board packages, and feasibility studies for enterprises and provides assistance with special projects; maintain a database, including compiling and analyzing data and preparing data summary reports; analyze summary data for completion and submittal of forms and data; conduct analytical studies on a variety of programs and policy issues; develop and maintain uniform policy and procedures; assist with the development of the Annual and Mid-Year revenue forecasts for all enterprises. Establishes, plans, and develops procedures to increase production efficiency and product quality; formalizes Operating Procedures; keeps apprised of department rules and regulations. Coordinates and implements designated projects. Monitors procedures; researchs newly introduced rules and regulations related to the Operations Division and advise management of the impact; conducts meetings with field enterprises and Central Office; works with Marketing and Customer Service Staff to ensure that all Major Projects, On Time Delivery forecast and orders are scheduled to meet delivery and install schedules; demonstrates the ability to obtain satisfactory results while maintaining group cooperation; uses proper interpersonal styles and methods to guide individual or groups to accomplish the required tasks; evaluates staff performance and prepares required documentation to the group's performance. Provides direction, feedback, counseling and schedules necessary training for the groups' staff.

**REQUISITE SKILLS AND ABILITIES:** Principles of effective supervision, principles of organization and industrial management, include methods, materials, processes, and equipment employed in a prison industries, production, management, and engineering methods in the operation of a large manufacturing plant. Centralized/integrated manufacturing and accounting system with specific knowledge in bills of materials, routings, materials requirement planning, shop floor control, and performance measures. Ability to plan, organize and manage industrial prison industry operations. Identify and correct all major production problems in the manufacturing operations.

**WHO MAY APPLY:** Persons with list eligibility and those with the ability to lateral transfer into the classification. Applications will be reviewed and only the most qualified individuals will be scheduled for interviews.

**CONTACT:** JOE ARMOR AT (916) 358-1661

**PRISON INDUSTRIES MANAGER (GENERAL) \$5442-\$6568 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0730-1600**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95531

**DESCRIPTION OF DUTIES:** The position of Prison Industries Manager serves as the lead California Prison Industry Authority (CALPIA) staff at Pelican Bay State Prison. CALPIA programs include: Office Administration, Optical, Laundry, and Maintenance and Repair. The lead manager provides leadership, direction, and supervision of the programs with responsibility for all CALPIA civil services and inmate employees. The position reports to the Central Office Operations Division Branch Manager and serves on the Warden's Executive staff. This position is eligible for a 5% lead manager pay differential, in addition to the salary listed above.

**REQUISITE SKILLS AND ABILITIES:** Demonstrated management experience within a manufacturing operation, including production, inventory, and budgetary; demonstrated experience utilizing a manufacturing and accounting automated system; demonstrated experience managing, and/or supervising various manufacturing, and/or service operations; knowledge of the civil service disciplinary process; experience managing a health and safety program in a correctional setting; fiscal management and budgetary controls.

**WHO MAY APPLY:** Candidates with certification list eligibility, and/or transfer eligibility. Applications will be screened, and only the most qualified candidates will be interviewed. **Please send your application to California Prison Industry Authority, 560 East Natoma Street, Folsom, CA 95630, ATTN: Joseph Armor.**

**CONTACT:** JOSEPH ARMOR AT (916) 358-1661

**PRISON INDUSTRIES SUPERINTENDENT I (WOOD PRODUCTS) \$4308-\$5191 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: 4/10/40, work shift 0630-1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA, 93204

**\*DESCRIPTION OF DUTIES:** Under the direction of the Superintendent II (Wood Products), the Superintendent I (Wood Products) is responsible for supervising the Furniture Factory, consisting of the Wood, Assembly, and the Maintenance Shop; plans and schedules labor, material, and equipment for production and manufacture of products of various sizes; supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in the development and preparation for production and marketing of new products; select, trains, counsels, and supervises staff in production work; responsible for quality control, production control, and operation on a daily basis; evaluates performance of staff and recommends appropriate action; assist in budget preparation and makes recommendations for needed materials and equipment; supervises and maintains records and reports on production, processing, ISO 9001, and inventories; prepares correspondence and reports; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation.

**REQUISITE SKILLS AND ABILITIES:** Personal computer experience and the ability to read prints; experience in using various machinery associated with Wood Products manufacturing.

**WHO MAY APPLY:** Persons currently in the classification of Prison Industries Superintendent I (Wood Products), individuals with list eligibility, or can transfer to this classification. Training and Development assignment may be considered.

**CONTACT:** FRED MIRAMONTES AT (559) 386-6061

**PRISON INDUSTRIES SUPERINTENDENT II (FOOD & BEVERAGE PACKAGING) (LIMITED TERM – 14 MONTHS)**  
**(May become permanent at a later date) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED WORK SHIFT:**  
**MONDAY-FRIDAY 0800-1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE/P.O. BOX 1031, CHINO, CA 91710

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Lead Manager, the incumbent is responsible for supervising and coordinating the activities of Prison Industries, Industrial Supervisors (2), Food and Beverage Packaging operation. Supervise, lead and train the Industrial Supervisors, (2), in the Food and Beverage Packaging operation, methods, policies, procedures, safety, fire prevention and work habits. This supervision includes, but is not limited to, the complete work process that ranges from receiving raw materials through delivery of finished items to the next step in the process, making sure that quality is built into the process. The Prison Industries Superintendent II also provides training to Industrial Supervisors in all aspects of safety, including but not limited to: SB-198, Title 22 and Title 8 as they apply to a food processing operation, the Code of Safe Practices and the Injury Illness Prevention Plan. Additional training is required before the worker is assigned to another piece of equipment and/or moved to another position. Communicate and work with the Industrials Supervisors so that production is maintained in a manner that provides a quality product and customer satisfaction. Custody duties include, assisting with supervision of inmates during the absence of one or more of the Industrial Supervisors, following Escape Prevention Procedures, escorting inmates during controlled movement, conducting out-counts, searching areas for contraband, searching inmates at the end of the shift or any other time, as required; issue CDC-128-A's, 128-B's, 128-G's and/or 115's to assist in maintaining discipline.

**WHO MAY APPLY:** All employees currently in this classification, qualified lateral transfers, or list eligibility. Applications will be screened and only the most qualified will be considered for interview.

**CONTACT:** VIRGINIA FEASTER AT (909) 606-7149

**PRISON INDUSTRIES SUPERINTENDENT II (LAUNDRY) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED**  
**WORK SHIFT: MONDAY-FRIDAY 0630-1500**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE/P.O. BOX 1031, CHINO, CA 91710

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Manager, the incumbent is responsible for supervising and coordinating the activities of a Prison Industries Superintendent I (Laundry), and/or Industrial Supervisors (6) (Laundry), and one (1) Industrial Maintenance & Repair Supervisor in the operation of a modern Industrial Laundry. Work hours; Start - 0630 hours, End - 1500 hours, with a 30 minute lunch break. RDO's: Saturday, Sunday, and Holidays. Supervise, lead, and train the Prison Industries Superintendent I (Laundry) and Industrial Supervisors (6) and one Industrial Maintenance and Repair Supervisor in Laundry Production methods, policies, procedures, safety, fire prevention and work habits. This supervision includes, but is no limited to, the complete work process ranging from receiving materials through delivery of finished items, to the next step in the process making sure that quality is built into the process. The Prison Industries Superintendent II also provides training to the Prison Industries Superintendent I (Laundry) and Industrial Supervisors in all aspects of safety, including but not limited to; SB-198, Title 22 and Title 8, as they apply to an industrial laundry, the Code of Safe Practices, and the Injury Illness Prevention Plan. Additional training is required before the worker is assigned to another piece of equipment and/or moved to another position. Communicate and work with the Prison Industries Superintendent I (Laundry) and Industrial Supervisors, so that production is maintained in a manner that allows a smooth transition from the soil side to the clean side; this is to ensure that clean linen is returned to the proper customers in a timely manner. Custody duties include: assisting with supervision of inmates during the absence of one or more of the Industrial Supervisors; following Escape Prevention Procedures; escorting inmates during controlled movement; conducting out-counts; searching areas for contraband clothing; searching inmates at the end of the shift, or any other time, as required; issue CDC-128-A's, 128-B's, 128-G's and/or 115's to assist in maintaining discipline.

**WHO MAY APPLY:** All employees currently in this classification, lateral transfers, or list eligibility. Applications will be screened and only the most qualified will be considered for interview.

**CONTACT:** VIRGINIA FEASTER AT (909) 606-7149

**PRISON INDUSTRIES SUPERINTENDENT II (LAUNDRY) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED**  
**WORK SHIFT: MONDAY-FRIDAY 0645-1445**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, MULE CREEK STATE PRISON, P.O. BOX 460, IONE, CA 95640

**\*DESCRIPTION OF DUTIES:** Supervise the daily operations of a Laundry enterprise; responsible for supervising and coordinating the activities of one Industrial Supervisor (Laundry); plan and schedule inmate labor, raw materials and equipment to meet the processing needs of a commercial laundry; has lead responsibility for a safety program, inventory control, material research, and procurement; make recommendations to improve efficiencies, and product quality; responsible for monthly reconciliation of inmate payroll report and submittal to Administration office; develop in a timely manner, weekly and monthly reports for production and other requirements; work cooperatively with warehouse and customers to ensure that all shipping, receiving, and billing transactions are accurate; maintain discipline of inmates; ensure that pre-operation inspections are done daily before the start of each work day.

**REQUISITE SKILLS AND ABILITIES:** Incumbents are required to ensure that inmates do not have access to confidential/personal information to include, but not limited to, social security numbers, driver license numbers, staff home telephone numbers, 998's, resumes, state employment applications/hiring/interviewing packages, pay statements, or any document that contains such information.

**WHO MAY APPLY:** All employees currently in the classification, within lateral transfer range, or those with list eligibility. Applications will be screened and only the most qualified will be scheduled for interviews.

**CONTACT:** APRIL ANDERSON AT (209) 274-4911 EXT. 7201

**PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE & REPAIR) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED**  
**WORK SHIFT: MONDAY-FRIDAY 0800-1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, P.O. BOX 799006, SAN DIEGO, CA 92179-9006

**\*DESCRIPTION OF DUTIES:** Supervises and trains civil service staff and inmate work crews in the safe and proper preventive maintenance and repair of all industrial systems and equipment, and facilitates to ensure the successful ongoing operation of each industry (Bakery, Laundry, Shoe Manufacturing, and Optical); performs routine scheduled maintenance and repairs to equipment as needed; assists with construction projects; may work independently in the performance of assigned tasks and make periodic safety inspections; participates in regular safety meeting, enforces and follows all safety rules and regulations; may act as safety representative and/or coordinator; plans and schedules necessary labor and equipment and prioritizes work assignments through a work order system and assist with the computerized maintenance program; makes rough shop drawings and prepares estimates of the cost of repairs and installations; maintains a central repair work area and ensures that necessary tools, materials, and supplies are ordered, stored and kept in optimum working order; maintains an inventory of replacement/repair parts and keeps operation, service and repair manuals updated and in good working order; practices good housekeeping in all areas under his/her control; trains staff and inmates in safe work practices; handling of hazardous materials and hazardous material spills; maintains record keeping, timekeeping, purchasing and payroll activities; maintains proper discipline and security within the work areas, including assisting in custodial searches, shakedowns, inmate counts; issue tools and maintain accurate tool inventories; maintain a clean and safe work environment and ensures the direct supervision of electrical, pneumatic, and bench grinder equipment when in use by inmates.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of electronic and experience in repairing and trouble shooting controllers is desirable; proficient w/ welding, boiler maintenance, hydraulics; pneumatics, plumbing and electrical electronics; effective communication skills (oral and written); repair and maintenance of manufacturing equipment skills; knowledge of record keeping.

**WHO MAY APPLY:** Persons currently in the classification or those who are within lateral transfer range and/or list eligibility may apply. TAU's may be considered. Applications will be reviewed and only the most qualified candidates will be interviewed.

**CONTACT:** REX GREGORY AT (619) 661-6500 EXT. 7215



**SENIOR ACCOUNTING OFFICER (SUPERVISOR) \$4622-\$5576 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 8:00-5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL – ACCOUNTS PAYABLE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the direction of the Accounting Administrator II (Supervisor), this position oversees the functions in the Accounts Payable Unit (8 permanent staff and 1 retired annuitant). Incumbent must have supervisory and/or lead staff experience, a strong understanding of State and financial accounting practices, excellent customer service and communication skills. The incumbent must plan, organize and direct the activities of the Accounts Payable Unit. Duties include, but are not limited to: review Claim Schedules, Revolving Fund requests, accounting reports, etc; oversee and review monthly and year-end accounts payable general ledger postings and processes; assist with resolving complicated accounting or customer service issues; develop, maintain, and communicate procedures; recruit, hire and train employees in accordance with CALPIA's objectives; communicate with vendors, auditors, CALPIA staff and management, control agency employees; monitor workloads; act as a backup supervisor for other units within Fiscal Services, as needed.

**DESIRABLE QUALIFICATIONS:** Strong knowledge of financial accounting; excellent written and oral communication skills; supervisory and/or lead person background; excellent organizational and time management skills; detail-oriented, focused on accuracy, able to meet deadlines; knowledge of Microsoft Excel programs and Automated Accounting Systems.

**WHO MAY APPLY:** Any state employee with list eligibility or currently in the classification Senior Accounting Officer Supervisor, or with lateral transfer eligibility to this class. Applications will be screened and only the most qualified will be contacted for interviews.

**CONTACT:** KATHY WOOLERY AT (916) 358-2679

**SENIOR INDUSTRIAL HYGIENIST \$5633-\$7308 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 8:00-5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – OPERATIONS/ISB, 100 FOLSOM-DAM ROAD, FOLSOM, CA 95630

**\*DESCRIPTION OF DUTIES:** Under the direction of the Chief, Industrial Services Branch, this position serves as the administrator for the statewide health and safety programs for the California Prison Industry Authority. Manages the Health and Safety Unit consisting of an Assistant Industrial Hygienist and two Associate Industrial Hygienists; provides technical guidance to administrators, managers and staff on complex health and safety issues to ensure compliance with all Cal/OSHA program laws, rules, and regulations pertaining to workplace health and safety; acts as the Risk Management Advisor; conducts investigations, research, industrial hygiene studies and makes recommendations for the prevention, elimination or control of hazards and potential liabilities in the workplace; identifies and evaluates occupational hazards in the workplace; coordinates, designs, supervises and conducts field sampling and monitoring through collecting, recording, analyzing and interpreting of industrial hygiene data in accordance with Cal/OSHA regulations; conducts site inspections, accident investigations and safety audits as required, and prepares correspondence and reports of findings; assists with the development of and conducts training required by health and safety regulations for field staff; works directly with CALPIA legal in litigating matters relating to health and safety claims; responds to Cal/OSHA regarding violations or health and safety complaints and assists field offices with correcting Cal/OSHA violations or health and safety complaints; drafts and/or revises departmental policies, procedures, programs and guidelines related to health hazards for CALPIA enterprises statewide; serves as advisor to all CALPIA health and safety coordinators and facilitates regular meetings and training for that group; participates and conducts meetings with department staff and others concerning occupational health and safety matters.

**REQUISITE SKILLS AND ABILITIES:** Ability to work in a fast-paced environment with frequently changing priorities; excellent verbal and written communication skills; ability to deal tactfully and effectively with staff at all levels; and the ability to occasionally travel to field offices located throughout the state.

**DESIRABLE QUALIFICATIONS:** Experience with interpretation and application of health and safety rules, regulations, laws, and procedures; use of various forms of field sampling and monitoring equipment; a desire to promote a healthy and safe work environment for both staff and inmate workers, and experience working in a production environment is a plus; strong organizational skills with attention to detail; ability to work independently; patience and ability to communicate effectively in a multidisciplinary environment.

**WHO MAY APPLY:** Employees with permanent status in the classification, lateral transfer eligibility, or those with list eligibility.

**ADDITIONAL INFORMATION:** The Industrial Services Branch is part of CALPIA Headquarters located in Folsom, California. This position will require occasional statewide travel.

**CONTACT:** TIM LINN AT (916) 358-2669

**STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST) \$5065-\$6466 FINAL FILING DATE: APRIL 3, 2009**

**WORK SHIFT: MONDAY-FRIDAY 8:00-5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – MIS, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the general supervision of the Data Processing Manager II of Management Information Systems, incumbent has primary responsibility for supporting CALPIA's Enterprise Resource Planning (ERPlx) System and other critical application systems for the CALPIA. The SISA is expected to independently work on special assignments. Responsibilities include, but are not limited, to system analyst role, ERPlx help desk support, troubleshooting technical and complex issues, research and implementing new ERPlx and revised modules, and training. At this level, the incumbent has knowledge of data processing concepts, practices, methods and principles, particularly the phases of the System Development Life Cycle. The incumbent must be familiar with application development and project management. The incumbent at this level has knowledge of the organization's business enterprise and takes into account the larger business perspective in proposing and designing information technology solutions. The incumbent will develop, implement, and maintain very complex critical IT application systems. At this level, the work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. The incumbent must have the ability to influence, motivate, persuade, and lead individuals or groups despite controversy and dissimilar goals.

**REQUISITE SKILLS AND ABILITIES:** Ability to work in a fast-paced environment with frequently changing priorities; excellent verbal and written communication skills; ability to deal tactfully and effectively with staff at all levels; and the ability to occasionally travel to field offices located throughout the state.

**WHO MAY APPLY:** Employees with permanent status in the classification, lateral transfer eligibility, or those with list eligibility. Applications will be screened and only the most qualified will be scheduled for interviews. **Please send your application to California Prison Industry Authority – MIS/PM, 560 East Natoma Street, Folsom, CA 95630, ATTN: Shelia Howell.**

**CONTACT:** SHELIA HOWELL AT (916) 358-2753

**STUDENT ASSISTANT \$12.46-\$15.44/HR FINAL FILING DATE: UNTIL FILLED WORK SHIFT: FLEXIBLE HOURS AVAILABLE**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – MIS, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the general direction of the Data Processing Manager II, Management Information Systems Unit, the Student Assistant or Graduate Assistant will assist MIS staff in different aspects of IT related to desktop support, database creation, Intranet/Internet development and design, network support, telecommunications wiring, and ERP system support and maintenance; provides technical support to CALPIA employees with IT hardware and software of less complex in nature; installation, configuration, implementation, maintenance, support, troubleshoot and repair problems with the workstation (desktop and laptop) and peripheral equipment with and without network connectivity; follow and implement security policies/procedures; manage the hardware and software inventories for the CALPIA, including, but not limited to, distribution and disposal of computer equipment; assist in administering and maintaining LAN server; assist in troubleshooting network problems; assist in performing system and application updates/upgrades.

**REQUISITE SKILLS AND ABILITIES:** Must be enrolled in 6 semester or 9 quarter (4 semester or 6 quarter graduate) units from an accredited college or university; must have completed a minimum of 6 units in MIS/Computer Science; major in MIS/Computer Science preferred; basic understanding of information technology principles, networks, and computers are required; must be able to work in a team environment; customer service experience preferred.

**WHO MAY APPLY:** Students who participate in the CSUS University Enterprises, Inc. program are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews. Please send your application to California Prison Industry Authority – MIS/PM, 560 East Natoma Street, Folsom, CA 95630, ATTN: Shelia Howell.

**CONTACT:** SHELIA HOWELL AT (916) 358-2753

\* Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health, and well being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility of inmates and/or the protection of personal and real property.

CALIFORNIA PRISON INDUSTRY AUTHORITY  
EXAMINATION (S)

Applications are being accepted for the following examination(s). Exam bulletins for all current CALPIA examinations are available at [www.pia.ca.gov](http://www.pia.ca.gov). **Applications must be postmarked by the final filing date indicated.** For questions regarding these exam(s), please call (916) 358-2696. To apply, submit a Standard State application (Form 678) to:

ATTENTION: EXAMINATION UNIT  
CALIFORNIA PRISON INDUSTRY AUTHORITY  
560 EAST NATOMA STREET  
FOLSOM, CA 95630-2200

Open

Industrial Supervisor, Prison Industries (Metal Fabrication) – **Final Filing Date: April 13, 2009**

(The scannable application and exam bulletin are available by contacting the Examination Unit at (916) 358-2696. Standard State Applications (Form 678) will not be accepted.)

CALIFORNIA PRISON INDUSTRY AUTHORITY  
CONTINUOUS FILING EXAMINATION (S)

Applications are currently being accepted on a continuous basis for the following exams:

Open

Prison Industries Superintendent I/II (Agriculture)

Prison Industries Superintendent II (Maintenance & Repair)

Open Non Promotional

Industrial Supervisor, Prison Industries (Fabric Products)

Prison Industries Superintendent I/II (Fabric Products)

Prison Industries Superintendent I/II (Food & Beverage Packaging)

Prison Industries Superintendent I/II (Laundry)

Prison Industries Superintendent I/II (Metal Products)

Prison Industries Superintendent I/II (Optical Products)

Prison Industries Superintendent I/II (Wood Products)

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
EXAMINATION (S)

The California Prison Industry Authority is participating in the exams listed below which are administered by the California Department of Corrections and Rehabilitation. Exam bulletins are available at [www.cdcr.ca.gov](http://www.cdcr.ca.gov). Applications must be postmarked by the final filing date indicated. All interested applicants, please mail your Standard State application (Form 678) to the address listed on the exam bulletin.

**PLEASE DO NOT SEND YOUR APPLICATION (S) TO THE CALIFORNIA PRISON INDUSTRY AUTHORITY**

TYPE OF EXAMINATION: PROMOTIONAL

FINAL FILING DATE:

NO EXAMS ARE BEING OFFERED AT THIS TIME.